Activities – Create or Edit

On the School Setup page, click **Activities Setup**. The Activities Setup page displays all current activities at the school. Click **New** to add any new activities.

Enter a name for the activity and then add a field name. Use an underscore to act as a placeholder between any words in the field name, such as football_9th. You can use these field names to search for students participating in the activity or to add the field to reports. Next, select an activity type. Check **Required** if the activity is required, or leave the check box empty if it is not. Determine if the activity should appear for the selected school only. To save your changes, click **Submit**.

Once you've set up the activities, add an individual student to an activity using the student's Activities page. Search for and select the student. Under the Enrollment section of the student menu, click **Activities**. Check the activities the student participates in and click **Submit**.

To add a group of students to an activity, first choose a group of students. Click the Select Function arrow and choose **Student Field Value**. To choose a field, click **Fields** and select the activity. To place the students in this activity, enter **1** as the new field value.

Finally, click **Submit** > **Submit**.

Gallatin High School ∨   20-21 Year ∨

Edit Activity

Label	Value
Activity Name	Boy's Basketball
Student Field Name (no spaces - use _ instead)	boys_basketball
Activity Type	Athletic
Required	☐
This activity appears for	⦿ Gallatin High School only ◯ All schools on this server

Delete   Submit